

DeForest Area School District
Administrative Regulation

TITLE: <p style="text-align: center;">FOOD SERVICES SUPERVISOR JOB DESCRIPTION</p>	NUMBER: AR 3.3d(1p)
<i>Executive Limitation: EL 3 – Treatment of Staff (3.3d - Job Descriptions)</i>	
Recorded as Administrative Regulation: <i>Established: 7/01/06 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

Job Summary:

Administer the District’s food service operations which includes supervision of the National School Lunch Program, National School Breakfast Program, Elderly Nutrition Program, United States Department of Agriculture Commodities Program in district schools, Wisconsin School Day Milk Program, and District catering, vending, and ala carte programs; supervises food service personnel, manages food service supplies and equipment; and develops and maintains positive relations between Food Services and the members of the school and community. Receives supervision from the Director of Business and Auxiliary Services. Exercises direct supervision over food service staff.

Qualifications:

- Bachelor’s Degree in Dietetics or Food Service Management, or Food Service Administration Degree from Technical School. Related experience may be substituted for formal education. DPI continuing education required.
- Three year’s experience in institutional food service with supervision/management of food service operations; quantity cooking/baking; menu planning; nutrition; food safety and sanitation. School food service experience preferred.
- Current sanitation certification required.
- Valid Wisconsin driver's license.

Essential Job Functions:

General Management

- Oversee and coordinate the daily operation of the District school food service program, solve problems, improve products and services, and plan for changes that will result in increased student recognition and use of the food services.
- Review current research information to determine health and nutrition–related trends and foodservice management developments; and develop innovative program changes and expansions based on this information. Assure that the District’s food service program is in compliance with local, state, and federal laws and all regulations pertaining to school food service operations and requirements including public safety and health.
- Establish and oversee standards and procedures for proper receipt, storage, preparation, service, and distribution of food and supplies with emphasis upon nutritive value and flavor, creative and appetizing appeal, efficient preparation and service under sanitary conditions and within federal regulations.
- Develop or assist in the development of printed matter and audio-visual aids including general materials for public information, manuals and instructional materials for school food service personnel.
- Perform and direct in a manner that is committed to the goals and visions of the school district.

Sanitation, Food Safety, and Employee Safety

- Comply with standards of sanitation and safety in all phases of the school food service program in accordance with all local and state health regulations.
- Develop and integrate employee safety regulations into all phases of the school foodservice operation.
- Establish procedures and policies for risk management.

Financial Management and Recordkeeping

- Establish measurable financial objectives and goals

- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Assist the Director of Business Services in development and administration of accurate accounting procedures and records for proper control and management of money, labor, food, and supplies, equipment and other costs as prescribed by the Department of Public Instruction.

Food Production

- Develop procedures to ensure the food production system provides safe, nutritious food of high quality.
- Ensure operational procedures for efficient and effective food production and distribution.
- Oversee coordination of catering activities including menu development, promotion, costing, ordering, preparation, service and invoicing.
- Develop guidelines for providing services in response to disaster or emergency situations.

Procurement

- Implement a cost-effective procurement system.
- Develop purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establish standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management so that food and equipment are available on a timely basis.

Nutrition and Menu Planning

- Plan menus based on sound nutritional adequacy, pupil acceptance, industry trends, state and federal regulations and cost efficiency to assure quality meals are provided.
- Assess customer preferences, industry trends, and current research to plan menus that encourage participation in the food service program.
- Work with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

Personnel Management

- Manage employee staffing to assure that positions are filled with quality employees. Examples of tasks include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, addressing complaints, and resolving problems.
- Provide technical assistance and training to for school foodservice personnel, school administrators, and other school support staff.
- Provide instructions and guidance to foodservice personnel and others on general computer use on the lunch line, foodservice software, and maintaining the family meal account system.
- Establish procedures to implement employee contract agreements, progressive discipline, and formal grievances.

Customer Service

- Establish quality standards for the presentation and service of food.
- Implement a district-wide customer service driven philosophy that focuses on value and satisfaction.
- Plan and conduct student/staff/parent interaction resulting in positive working relations with students, staff and parents and community.
- Obtain and respond to input, feedback, and opinions from customers. Customers include, but are not limited to, students, school staff, administrators, food service staff, civic groups, and the general public.
- Provide ingredient and nutrient information when requested to students, parents and staff regarding nutritionally related concerns and food allergies.

Facility Layout and Design and Equipment Selection

Computer Technology

- Train staff to use computer technology in individual school sites to improve management techniques.
- Maintain and keep current foodservice information on the District web site.

Nutrition Education

- Establish role of the food service program as a resource for expertise in the development and presentation of nutrition education materials and activities.
- Work with the Student Wellness Committee to monitor and implement a Wellness Policy for students including nutrition education, physical activity and activities designed to promote student wellness.

Other Duties:

- Attend required meetings and participate actively in any work group, training, or related management assignments.
- Maintain knowledge of software and equipment used to perform duties, such as: institutional cooking equipment, Skyward, office equipment such as copier, calculator and telephone system.
- Coordinate the processing and verification of the District's free and reduced meal applications.
- Know, understand and follow applicable DASD safety policies and procedures, including but not limited to: proper lifting techniques, use of chemicals used for cleaning, kitchen safety.
- Provide nutrition and food handling education opportunities for students, staff and community.
- Performs other duties deemed appropriate and assigned by the Director of Business Services

Personal Attributes Required:

Must be well organized and be able to work with overall management direction. Must be able to listen to student/parent complaints and respond in a way that is constructive and builds positive relationships. Must enjoy detail-oriented work requiring a high level of accuracy while working with computerized records. Must have good written and verbal communication skills. Must be well organized and demonstrate initiative and ability to influence people in their opinions, attitudes and judgments. Must be able to plan and direct actions of others and demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills. Must understand the need for teamwork, timeliness and accuracy and be able to instill the same in employees. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors. Must be able to maintain confidentiality of sensitive information, and interact with others without arousing hostility. Must have knowledge of good grammar, spelling, punctuation and basic math abilities. Must be flexible and able to respond to changing priorities and many interruptions.

Physical/Mental Requirements:

Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support. Must be able to perform some physical work, frequently lifting up to 30 pounds without assistance and occasionally lifting over 50 pounds. There is occasional bending/stooping, pulling exerting forces up to 60 pounds, and repetitive movements of both hands for fingering and handling. Sitting, squatting/crouching, climbing on a step stool, kneeling, pushing, exerting forces up to 117.5 pounds. Must be able to move throughout the building and from building to building, including work environs which may include temperature or humidity extremes. Verbal and auditory communication, near and far vision acuity, color vision, feeling, and tasting/smelling are frequently utilized. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office or food service equipment. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Terms Of Employment:

8 hours per day, 220 days per year as approved by the Director of Business and Auxiliary Services.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.